

POLICIES AND PROCEDURES

Archdiocese of Detroit Youth Ministry Handbook
POLICIES AND PROCEDURES
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POLICY

The parish is to organize comprehensive youth ministry to address the faith and developmental needs of young people.

IMPLEMENTATION

1. The parish provides a comprehensive ministry to and with youth as defined in Renewing the Vision, (U.S.C.C.), 1997.
2. Parishes provide catechetical programs, activities and experiences for youth within the context of a comprehensive youth ministry program. Adolescent Catechesis is most effective when integrated and developed within this comprehensive multifaceted approach to ministry with youth.
3. The following three goals are adopted by the parish youth ministry:
“Renewing the Vision:” A Framework for Catholic Youth Ministry
 - To empower young people to live as disciples of Jesus Christ in our world today
 - To draw young people to responsible participation in the life, mission and work of the Catholic Faith Community
 - To foster the total personal and spiritual growth of each young person.
4. Each parish develops a budget which provides financial support, use of parish facilities and proportionate resources in order to conduct comprehensive youth ministry that addresses the needs of all the young people in the parish.
5. An evaluation process is part of the annual assessment of the parish youth ministry

**YOUTH MINISTRY CERTIFICATION
AND THE ROLE OF THE COORDINATOR OF YOUTH MINISTRY (CYM)**

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POLICY

The pastor, in providing a comprehensive youth ministry program for high school age youth, appoints a person or persons certified by the Office for Youth Ministry of the Archdiocese of Detroit to share the responsibility of the Pastor for total youth ministry in the parish.

IMPLEMENTATION

1. The person named by the Pastor as the Coordinator of Youth Ministry shall be Catholic and in full membership/communion with the Church and be certified by the Office for Youth Ministry of the Archdiocese of Detroit. Certification is renewed every five years and requires a minimum of twelve hours of enrichment each year. (See “The Levels of Certification” on the archdiocesan website.)
2. Certification for youth ministry is renewable every five years and requires a minimum of twelve hours of enrichment each year. (See “Levels of Certification” in the Certification Section of the Handbook)
3. The person appointed by the Pastor is responsible for: the development of the high school catechetical curriculum; in addition to the coordination and formation of a volunteer support team of adults that assist the parish in providing a comprehensive youth ministry program in accordance with the US Bishop’s document *Renewing the Vision*.
4. The Coordinator of Youth Ministry collaborates with the parish staff, councils and commissions, under the guidance of the Pastor, in the development of comprehensive youth ministry for high school age youth.

POLICY

The Pastor, who is the hiring agent, ordinarily will provide a written job description to the person or persons responsible for the catechetical programs or youth ministry in a parish. It is recommended that the duties of each position be discussed with the employee annually.

IMPLEMENTATION

1. The job description shall be reviewed and discussed annually by the Pastor and the person or persons appointed for the catechetical programs or youth ministry. The job description is to be kept on file by the Pastor.
2. It is recommended that the Pastor conduct an annual performance appraisal based on the job description.
3. The annual review of salary compensation is based on the parish budget and the suggested Scales for Compensation approved by the Archbishop and the Council of Vicars.
4. While a Pastor may seek advice from persons who serve on appropriate parish consultative structures, from the Office for Youth Ministry or from the Office for Faith Formation/Catechetics, the hiring, renewal and termination of parish catechetical and youth ministry personnel is the responsibility of the Pastor.

**TIME ALLOTMENT FOR CATECHETICAL PROGRAMS
IN PARISHES AND CATHOLIC SCHOOLS**

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POLICY

Parishes and Catholic schools integrate into catechetical programs the proclamation of Christ's message, the nurturing of community, opportunities for participation in worship and prayer, and the motivation for service which includes a certain minimum amount of time allotted to a systematic study of the Catholic Faith.

Since there exists a variety of catechetical models which may be utilized in carrying out Catechetical Plans, the way in which time allotments are met will also vary.

**PARISH CATECHETICAL PROGRAMS
GRADES 1 THROUGH 8**

CATHOLIC SCHOOLS

A student is required to take a Religion course each semester while attending a Catholic Elementary or High school.

Catechetical programs are based on a minimum of 30 clock hours of formation per year.

Grades 1-3: 150 minutes per week

Grades 4-8: 200 minutes per week

**PARISH CATECHETICAL PROGRAMS
GRADES 9 THROUGH 12**

While the same instructional time allotted for a systematic study of the Catholic Faith applies to the high school catechetical program, this may vary due to the format of some programs which integrate the catechetical dimension into youth ministry and, therefore, meet less frequently and for longer periods of time.

**TIME ALLOTMENT FOR CATECHETICAL PROGRAMS
IN PARISHES AND CATHOLIC SCHOOLS**

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IMPLEMENTATION

1. In addition to systematic catechesis, formation may include liturgical celebrations, prayer services, activities, field trip experiences, summer programs, independent study, etc.
2. Retreats, days and evenings of reflection and service involvement are recommended for grades 7 through 12.
3. The person or persons responsible for the catechetical programs and/or youth ministry are to prepare an annual calendar containing the schedule of the program and related activities for the approval of the Pastor.
4. Bible study programs are encouraged as an additional means of bringing catechetical formation to participants in the parish or Catholic school program.
5. Michigan State Law provides up to 120 minutes per week of released-time for religious instruction. The use of released-time is encouraged in those circumstances where it is feasible.

**CATECHETICAL TEXTBOOKS IN PARISHES
AND CATHOLIC SCHOOLS**

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POLICY

Textbooks used in catechetical programs for elementary age learners in parishes and Catholic schools shall be selected from those found to be in conformity with the *Catechism of the Catholic Church* as listed by the Ad Hoc Committee to Oversee the Use of the Catechism, United States Conference of Catholic Bishops.

Textbooks used in catechetical programs for high school age youth shall have an Imprimatur. As new texts are purchased, they shall be selected from those found to be in conformity with the *Catechism of the Catholic Church* as listed by the Ad Hoc Committee to Oversee the Use of the Catechism, United States Conference of Catholic Bishops.

IMPLEMENTATION

1. The selection of catechetical textbooks for use in the parish and Catholic school is the collaborative responsibility of the Parish Catechetical Leader and the Principal under the guidance of the Pastor.
2. In regional or private Catholic elementary schools the responsibility for the selection of catechetical textbooks is the responsibility of the Principal.
3. In regional, private, inter-parish, or parish Catholic high schools, the selection of catechetical textbooks is the responsibility of the Religion Department Chairperson with the approval of the Principal.
4. The members of the Archdiocesan Office for Faith Formation/Catechetics are available to assist parishes and Catholic schools in the selection of approved catechetical textbooks.

POLICY

Each parish provides systematic catechesis which is comprehensive and holistic and nurtures the faith development of the high school age youth. Adolescent catechesis is a constitutive element of youth ministry.

IMPLEMENTATION

1. The content for courses in a systematic catechesis for adolescents is developed from the following core curriculum which includes:
 - Introduction to Hebrew Scriptures and Christian Scriptures
 - The Person and Redemptive Work of Jesus Christ
 - Nature and Mission of the Church
 - Basic Teaching of the Catholic Faith
 - Sacraments, Worship and Prayer
 - Catholic Morality

Once the *Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age* is approved by the USCCB and instructional materials are available from catechetical publishers, the core curriculum and elective sequence outlined by the USCCB shall replace the core curriculum listed in above.

2. In order to provide for a comprehensive and holistic youth ministry in the parish, the parish is encouraged to provide the various components of youth ministry which are advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, prayer and worship. The components are explained in *Renewing the Vision: a Framework for Catholic Youth Ministry*, (U.S.C.C. 1997).

POLICY

Each Catholic high school provides systematic catechesis in the Religious Education curriculum. Systematic catechesis which nurtures the faith development of the adolescent is a constitutive element of youth ministry.

IMPLEMENTATION

- I. The content for courses in a systematic catechesis for adolescents is developed from the following core curriculum which includes:
 - Introduction to Hebrew Scriptures and Christian Scriptures
 - The Person and Redemptive Work of Jesus Christ
 - Nature and Mission of the Church
 - Basic Teaching of the Catholic Faith
 - Sacraments, Worship and Prayer
 - Catholic Morality

Once the *Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age* is approved by the USCCB and instructional materials are available from catechetical publishers, the Core Curriculum and Elective Sequence outlined by the USCCB shall replace the core curriculum listed in above.

2. In order to nurture the faith development of the adolescent beyond the classroom experience, the Catholic high school is encouraged to provide the various components of youth ministry. The components are advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, prayer and worship. The components are explained in *Renewing the Vision: a Framework for Catholic Youth Ministry* (U.S.C.C. 1997). In many Catholic high schools, youth ministry is accomplished through campus ministry programs.
3. It is recommended that a person or persons be designated by the Principal to be responsible for youth ministry within the Catholic high school.

POLICY

After completing a program of catechetical preparation and with the approval of the Pastor, candidates may celebrate the Sacrament of Confirmation between the ages of 13 and 15 (eighth and ninth grades).

IMPLEMENTATION

1. In the Archdiocese of Detroit, the age for Confirmation is based on a faith development model of catechesis. It is essential for each Parish Catechetical Leader to provide appropriate catechesis in preparation for the reception of this sacrament.
2. Normally the Sacrament of Confirmation is celebrated annually in each parish according to the procedures established by the Archbishop's office.
3. Vicariates or neighboring parishes may combine candidates for a single ceremony in one of the parishes or pastors may request that the Bishop come every two years.
4. High School age students who have not celebrated the Sacrament of Confirmation are to be included in the parish preparation and celebration of this sacrament. When this is not possible, he or she, after appropriate catechesis, is to be invited to participate in the Confirmation ceremony for adults at Blessed Sacrament Cathedral.
5. Non-baptized persons of catechetical age who are preparing for the celebration of the Sacraments of Initiation and baptized persons of catechetical age who are preparing for reception into full communion with the Catholic Church are to follow the norms as stated in The Rite of Christian Initiation of Adults, (Pt. II.I "*Rites for Particular Circumstances*", Bishops' Committee on the Liturgy, N.C.C.B., 1988) and Archdiocese of Detroit *RCIA Handbook*, 2007.
6. Children who were baptized Catholic as infants but received no catechetical formation and lack preparation for the Sacraments of Confirmation and Eucharist are to be prepared with their peers in a parish process other than the RCIA and receive Confirmation and the Eucharist at parish celebrations of these sacraments.

**CATECHESIS FOR THE CELEBRATION AND RECEPTION
OF THE SACRAMENT OF CONFIRMATION**

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7. The Parish offers catechesis to parents who have children preparing for the celebration and reception of the Sacrament of Confirmation. Parental catechesis shall assist parents in fulfilling their primary role for nurturing the faith of their children. The catechesis for Confirmation preparation includes sponsor involvement when feasible.
8. The Pastor determines whether the candidate is sufficiently prepared and has the right intention for the celebration of the Sacrament of Confirmation. The Sacrament of Confirmation is not to be denied to any properly catechized young person solely because of the lack of parental involvement in parent programs.
9. A parent who requests catechetical preparation for his or her child for the reception of the Sacrament of Confirmation that is different from the parish program is to seek consultation and the approval of the Pastor.
10. Since the Sacrament of Confirmation is an integral part of the initiation process, verification of the reception of the Sacrament of Baptism is obtained and a record of the reception of the Sacrament of Confirmation is kept in both the parish of reception and the parish of Baptism.

POLICY

Because “All baptized persons with disabilities have a right to adequate catechesis and deserve the means to develop a relationship with God,” (*NDC #49*) each parish shall provide catechetical formation for persons who have disabilities. Catechetical formation is experienced in the least restrictive environment.

IMPLEMENTATION

Catechesis for persons with disabilities follows the recommendation that “Great care should be taken to avoid further isolation of people with disabilities through these [catechetical] programs which, as far as possible, should be integrated with the normal catechetical activities of the parish.” *Pastoral Statement of U.S. Catholic Bishops on Persons with Disabilities*, U.S.C.C., 1978.

Vicariates and parishes are encouraged to share resources and personnel and collaborate in sponsoring catechetical programs for persons with disabilities. *NDC #49*

The Parish Catechetical Leader, in cooperation with the parents and appropriate consultants, is to assess the persons’ strengths and needs in order to establish the appropriate catechetical experiences.

Catechists working with persons who have disabilities will acquire, during their catechist formation, the understanding and skills necessary in their ministry.

After careful preparation of catechists, students and parents, persons with disabilities are to be included in the same program as their same age peers.

Catechetical formation is to include the following adaptations:

- a. The site is physically accessible.
- b. Text and other resources allow persons the greatest degree of participation.
- c. Catechetical content and methods are adapted to the individual’s learning style.

Funds for catechetical programs for persons with disabilities are to be kept in the parish account, as per Archdiocesan policy.

SACRAMENTAL GUIDELINES

1. General Guidelines for persons whose disabilities interfere with the learning process:
 - a. The presence of such a disability does not automatically call for exceptions to policies on catechesis for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation.
 - b. When exceptions or adaptations are necessary, they are to follow the principles set forth by the U.S. Bishops in *Guidelines for Celebration of the Sacraments with Persons with Disabilities, 1995*.
 - c. Discernment on the readiness of an individual to receive these sacraments involves: consideration of this person as an individual by taking into account strengths as well as disabilities, consultation between parents, catechist and Pastor and demonstration of some expressed desire and faith.
 - d. When it is unclear if the individual with disabilities is ready to celebrate a sacrament, "cases of doubt should be resolved in favor of the right of the baptized person to receive the sacrament." (*Guidelines for Celebration of the Sacraments With Persons With Disabilities, #20.*)
 - e. Ordinarily, individuals with disabilities celebrate the first reception of the sacraments with their same age peers in the parish celebration. If the candidate's age makes it inappropriate to participate in a children's celebration, first reception of the sacraments will take place with other adults.
2. Specific Sacraments:
 - a. Reconciliation

A person whose disability interferes with the learning process is ordinarily capable of sorrow, confession and amendment, which can be expressed in a variety of ways.

FOR PERSONS WITH DISABILITIES:

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If the person is non-verbal, alternative modes of communication may be used. If necessary, an interpreter can assist in communication during the preparation time as well as during the actual celebration and reception of the sacrament.

Canon 990: "No one is prohibited from confessing through an interpreter, avoiding abuses and scandals; the prescription of Canon 983.2 is to be observed."

Canon 983.2: "An interpreter, if there is one present, is also obliged to preserve the secret, and also all others to whom knowledge of sins from confession shall come in any way."

b. Eucharist

As with all persons preparing to celebrate the Sacrament of the Eucharist for the first time, the person whose disability interferes with the learning process should be able to:

- Demonstrate an understanding that the presence of Christ in the bread and wine of the Eucharist is different from ordinary bread and wine.
- Manifest a sense of the sacred.
- Express a desire to receive the Eucharist.

A person's demonstration, manifestation, or expression of understanding may not be verbal, but his/her body language will tell parents, catechists and Pastor that the person is ready for the Eucharist.

c. Confirmation

Depending on the nature and degree of the person's disability, catechetical preparation for the Sacrament of Confirmation may extend for a longer period of time than with other persons.

If the person to be confirmed is of high school age, it is appropriate that he/she be confirmed with the candidates at the parish celebration of the Sacrament of Confirmation. If that is not possible, he/she shall be invited to participate in the Confirmation ceremony for adults at Blessed Sacrament Cathedral

POLICY

Each parish is required to be in compliance with all Archdiocesan policies and procedures established in accord with the *Charter for Protection of Children and Young People*. (United States Conference of Catholic Bishops, 2002; revised 2005)

IMPLEMENTATION

In accord with the *Policies and Procedures* document of the Archdiocese of Detroit of May 2003, all paid personnel and volunteers involved in activities where potential exists for contact with a child shall have a **criminal history background check** and be provided with the volunteer code of conduct before starting work in any capacity. This policy applies to each teen in grades 9-12. The teen shall complete a Teen Background Certification. This Teen Background Certification shall encompass the past seven (7) years and be signed by both the teen and his/her parent/guardian.

To download the *Archdiocesan Safe Environments Policy*:

- Log on to www.aodonline.org
- Click on Safe Environments
- Click on Safe Environment Policy

All paid personnel and volunteers involved in activities where potential exists for contact with a child must participate in the Archdiocesan sponsored **Protecting God's Children™** workshop within 6 months of starting a staff or volunteer assignment. This policy applies to each teen in grades 9-12. Teens must participate in the **Called to Serve© workshop**. Since teens are minors, the Archdiocese of Detroit recommends volunteers or employees under age 18 working with children to be paired with an adult or another teen and regularly supervised by an adult. Participation in the workshop must be completed within six (6) months of hire or assignment date. The **Volunteer Code of Conduct** shall be distributed before an individual begins a volunteer assignment.

To download the *Volunteer Code of Conduct*:

- Log on to www.aodonline.org.
- Click on Safe Environments.
- Click on Volunteer Code of Conduct for Adults or Promise to Serve for Teens.

POLICY

“Priests, deacons, pastoral ministers, administrators, staff and volunteers in our parishes, religious communities/institutes and organizations must uphold Christian values and conduct”¹ by following the set of standards in the *Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers* adopted in 2004 by the Archdiocese of Detroit

IMPLEMENTATION

1. The guidelines in this code are implemented in order to establish “clear and well-publicized standards for ministerial behavior and appropriate boundaries for clergy and other church personnel in positions of trust who have regular contact with children and young people.”²
2. “Responsibility for adherence to the *Code of Pastoral Conduct* rests with the individual.”³
3. “Those who disregard this *Code of Pastoral Conduct* do so at their own risk and will be held responsible by the parish, the religious community/institute, the school, the archdiocese and others. Corrective action may take various forms depending on the specific nature and circumstances of the offense and the extent of the harm.”⁴
4. To download the *Code of Pastoral Conduct*
 - Go to www.aodonline.org
 - Click on Promise to Protect. Pledge to Heal
 - Click on Policies and Procedures
 - Click on Pastoral Code of Conduct

¹ Archdiocese of Detroit, *Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers*, 2004, Preamble.

² Ibid., Introductory Letter.

³ Ibid., 1.

⁴ Ibid.

PROCEDURES

PROCEDURE

The Parish Catechetical Leader, Coordinator of Youth Ministry or the designated administrator of the catechetical program has the responsibility to inform all personnel of emergency procedures. Emergency procedures concerning fire and fire safety, weather and emergency closings and disaster procedures are stated in writing.

PROCEDURE STEPS

Fire Emergency

1. The person discovering a fire shall see that the building is evacuated immediately by activating the internal fire alarm, calling the fire department by dialing the emergency number and notifying the designated administrator of the catechetical program.

Designated places of safety during the evacuation of the building shall be posted and reviewed with students and catechists.

The last adult to leave a room shall check to be sure that everyone is out and then close the door.

After going to the designated place of safety, the catechist is to use her/his class attendance record or register to take roll call to make sure that all students are accounted for. If a student is missing, a fire fighter is to be notified immediately.

Speed is subordinate to control and order. There is no talking, running, pushing, or skipping steps on stairs.

Catechists are to maintain the control of students at a safe distance from the fire and fire-fighting equipment until they receive directions from the administrator.

Fire Safety

2. At least one fire drill is recommended annually.

All legal requirements for fire safety, fire extinguishers and fire exits are to be met.

Every catechist should be instructed on the location and use of fire alarms and the responsibility of ringing the alarms when necessary.

All halls, doors and stairs must be free from obstruction. Fire doors are to be kept closed, and all interior doors and exit doors are to be free of padlocks during program sessions.

Furnaces, electrical installations, and the building in general should be inspected regularly for potential health and safety hazards.

An adequate warning system shall be maintained to facilitate emergency evacuation of the building(s).

A public address system, if available, is used as a secondary warning device in the event the fire alarm system malfunctions.

All occupants, with no exceptions, leave the building whenever a fire alarm is sounded.

The rules and regulations of the local fire department are followed in regard to the use of candles, Christmas tree lights, and open flames.

Annual Emergency Card

3. Each child is to have on file in the administrator's office a current emergency card citing the telephone numbers of parent(s), legal guardian(s), and one other responsible adult. The emergency card is to be dated and signed by the parent(s) or legal guardian(s).

Emergency Closing

4. Parent(s) or legal guardian(s) are to be informed by letter or through the Parish Religious Education Handbook of the procedures to be followed regarding emergency closing due to inclement weather or emergency closings. If an emergency closing occurs during a regularly scheduled catechetical program, provision shall be made for the supervision of students.

Disaster Procedures

5. Bomb Threats

If a telephone or written bomb threat is received while the program is in session, the administrator of the catechetical program notifies the police department immediately and follows the direction of the police authorities.

Tornado Warnings (Tornado is approaching)

If a tornado warning is in effect in the locality of the program, children should be taken to a safe place. A basement area will provide the best protection. If the building is of reinforced construction, keep the children inside, but away from windows, and preferably in an interior hallway on the lowest floor.

Areas such as auditoriums and gymnasiums with large, poorly supported roofs are extremely dangerous.

Children are not sent home during a tornado warning.

Tornado Watch (Forecast of possibility of tornado)

If a tornado watch is in effect, the weather conditions shall be closely monitored so that, if severe weather develops, children can be taken to a safe place.

Shelter-in-Place

- In the event of a shelter-in-place order (e.g. intruder, burglary or fire in the neighborhood), the administrator and catechists will lock down the building keeping all staff and students safely inside until a pre-arranged all clear signal is given.

PROCEDURE

Field trips, retreat experiences, community service projects and activities which are part of the planned formation objectives for catechetical programs or youth ministry are encouraged. The catechists or youth leaders, under the direction of the Parish Catechetical Leader or coordinator of Youth Ministry or the designated administrator, take all prudent steps to safeguard the physical welfare of participating children or high school age youth. They may also place restrictions upon a child or high school age youth participating in such programs.

PROCEDURE STEPS

1. Children and high school age youth are prepared in advance for planned events which are conducted off parish property.
2. An advance site visit by the designated administrator of the event is recommended.
3. A permission form for each catechetical or youth ministry event conducted off parish property is completed and signed by the parent(s) or legal guardian(s) for every child or high school age youth. All permission forms are kept on file in the Parish Religious Education or Youth Ministry Office for seven (7) years or until the student about whom the record is made reaches the age of nineteen (19), whichever is later. No child or high school age youth participates in any event which takes them off parish property without a completed and signed permission form.
4. The Parent Permission Form contains the following information:
 - a. name, location and date(s) of the event, time of departure, time of arrival home
 - b. telephone number of the site
 - c. cost to the child or high school age youth
 - d. mode of transportation
 - e. name and telephone number of the designated administrator overseeing the event
 - f. responsibility of the parent(s) or legal guardian(s)

5. Whenever possible, bus transportation is provided both to and from the planned event. Every bus used must have a valid State of Michigan inspection seal. Every bus driver is to be state certified.
6. As of October 1, 2002, any vehicle with a manufacturer seating capacity of 11 or more, including the driver, must meet federal safety guidelines typically applied to yellow school buses. Therefore, 12-15 passenger vans may no longer be used to transport students for school-related events. In keeping with the spirit of the law for students, we are recommending that these 12-15 passenger vans not be used to transport students for church-related events.
7. The use of private passenger vehicles is discouraged. If a private passenger vehicle must be used, the Director of Religious Education or Coordinator of Youth Ministry or the designated administrator of the catechetical program verifies to the best of her/his knowledge the following:
 - a. The driver is twenty-one (21) years of age or older;
 - b. The driver has a current, valid, non-probationary license (On the day of and prior to the event, each driver shall directly show her/his license to the designated administrator and each driver shall carry her/his license on her/his person while doing the actual field trip driving);
 - c. The driver has no substantially disqualifying factor (alcoholism, poor driving record, etc.);
 - d. The vehicle is validly registered as verified in writing by the driver/owner and has seat belts/restraints for each passenger;
 - e. The vehicle is insured for minimum limits of \$250,000 per person and \$500,000 per occurrence (as verified in writing by the driver/owner).
8. A signed Volunteer Driver Information Form is submitted to the Parish Catechetical Leader or Coordinator of Youth Ministry or the administrator for each vehicle used.
9. Each driver and/or chaperone receives a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities.

10. Supervision of one(1) adult per ten participants is required for elementary age children. Ratios for high school age youth are to be reasonably prudent. In all cases, the ratio of adults to participants reflects the reasonable supervision needs of the children or high school age youth.
11. A Parent Permission Form and a Volunteer Driver Form are included in the appendices.

PROCEDURE

Parent(s) or legal guardian(s) shall inform the Parish Catechetical Leader, Coordinator of Youth Ministry or the administrator and appropriate catechist if a student is subject to any medical need that requires regular or periodic attention while attending the catechetical/youth ministry program. Catechetical personnel will not dispense or administer any medication to students without both parent permission and physician instructions.

PROCEDURE STEPS

1. The requirement of the parent(s) or legal guardian(s) to inform the administrator of the catechetical/youth ministry program and the appropriate catechist of special medical needs shall be noted in the catechetical/youth ministry parent handbook or letter.
2. Parent(s) or legal guardian(s) have the responsibility to dispense or administer any medication to their child during the time of a regularly scheduled catechetical/youth ministry program. If the administrator of the catechetical/youth ministry program undertakes the supervision of the student taking medicine, they must do the following:
 - a. A signed permission/release form from the parent(s) or guardian(s) must be on file with the administrator.
 - b. A signed physician's order indicating drug name, dose, time, method of administration and duration (length of time for medication to be dispensed) must be on file.
 - c. To avoid errors, it is the responsibility of only one(1) administrator or designee to supervise the taking of medication. An additional adult shall be present whenever medication is taken so that two adults witness the taking of medication. A log is to be kept citing the student's name, dosage, date and time of the medication and the signature of the adult witness. Only a licensed nurse may dispense medication without another adult present, except in an emergency that threatens the life or health of the student.

- d. All prescribed medications must be delivered to the administrator of the catechetical/youth ministry program by the parent(s) or legal guardian(s). They should be clearly labeled with the student's name on the container.
 - e. Top priority should be given to the security of the medication.
3. Students do not have medication in their possession during the regularly scheduled catechetical/youth ministry program except for metered dose asthma inhalers or epinephrine auto-injector (epi-pen) or epinephrine inhaler provided written approval to possess and use these devices from the physician and parents is received by the administrator, along with a written emergency care plan. The administrator will notify the catechist.

APPENDICES

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school/parish-sponsored activity requiring transportation to a location away from the school premises. This activity will take place under the guidance and supervision of employees from _____ School and/or Parish.

Name of Event: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Method of Transportation: _____

Student Cost: _____

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for the actions and conduct of your child.

***** **STATEMENT OF CONSENT** *****

I hereby consent to participation by my child, _____, in the event described above. Name of event: _____. I understand that this event will take place away from the school/parish grounds and that my child will be under the supervision of the designated school/parish employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

In consideration of my child being allowed to participate in this field trip, I hereby agree on behalf of myself and my child, to release _____ School and/or Parish, the Roman Catholic (Arch)diocese of _____, and any and all affiliated organizations, their employees, agents and representatives, including volunteer drivers (collectively "Releasees"), from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. In the event this release on behalf of myself and/or my child is held to be invalid or unenforceable, I hereby agree to indemnify and hold harmless Releasees from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. This release of indemnification does not apply to claims for intentional misconduct or gross negligence; nor does this release or indemnification apply to the extent of commercial insurance coverage for any claim, but this Release or Indemnification shall apply to the extent of any self-insurance or deductible applicable to any claim.

During this activity, I can be reached at _(_____)_____

or _(_____)_____

(Print Parent's Name)_____
(Parent's Signature)_____
(Date)Please return this entire form by: _____ to _____
(Date) (Person)

VOLUNTEER DRIVER INFORMATION SHEET**I. Driver:**

Name _____ Date of Birth _____
 Address _____ Phone # _____
 City _____ Zip Code _____
 Driver License # _____

II. Vehicle that will be used:

Name of Owner _____ Year & Make _____
 Owner Address _____ Model _____
 _____ License Plate _____
 Registration Expires _____ Number of Seats with Belts _____

If more than one vehicle is to be used, requested information must be provided for each vehicle.

III. Insurance information:

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____
 Policy Number _____
 Expiration Date _____
 Liability Limits of Policy* _____

***Please note:** As of March 2004: The minimal, acceptable liability for privately owned vehicles is **\$250,000/\$500,000**. It is recommended that parents consider expanding coverage to \$500,000.00 CSL (Combined Single Limit). **The additional coverage is considered appropriate protection and, generally, inexpensive to purchase.**

IV. Certification:

I hereby certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport students.

 (Signature)

 (Date)

It is recommended that a photocopy of the driver's valid driver's license and auto insurance policy be attached to this form.

RELEASE FOR DISPENSING OF MEDICATION

We, the undersigned parent and/or guardian of:

_____ Born ____/____/____
(Student's Name) (Grade/Room #) Mo Day Yr

do hereby sign and execute this release on behalf of us and on behalf of our minor son/daughter/ward.

NAME OF MEDICATION: _____

DOSE: _____

TIME TO BE GIVEN: _____

DURATION: _____

ATTACH DOCTOR'S NOTE REGARDING ADMINISTRATION OF MEDICATION

Check here, and attach emergency care plan, if this release is for a metered dose asthma inhaler, which the student will possess and use at his/her own discretion in school or at school activities. The physician and parents/guardian signature below apply to the inhaler possession and use by students as permitted in Public Act 10 – Revised School Code.

(Doctor's Signature) (Please Print Name) (Date)
_____(_____)_____
(Phone Number)

We hereby waive any liability whatever to the school or the Archdiocese of Detroit or any of its personnel, that might occur as the result of giving said medication in the indicated dosage at the time requested to our minor son/daughter/ward.

PARENT/GUARDIAN _____
(Signature)

(Print Name)

DATE _____

MEDIA CONSENT FORM

Parish _____ Youth Ministry programs engage in various correspondence and publicity with families, parishioners and other members of the community regarding various aspects of this program. Parents are given the option of authorizing the use of their children’s photos with or without names for those purposes, if they so desire.

If you wish to provide authorization, please complete the information below, and provide it to the parish Coordinator of Youth Ministry.

Parish Name _____ **City** _____

Student’s Name	Grade	Date of Birth

Parents may cancel this Authorization at any time by providing written notice to the Parish at (address of Parish Religious Education Program)

Video/Photography Utilization

(1) I give permission for my child to be photographed or videotaped for educational and community relations not-for-profit use such as newsletter articles, [Insert name of parish] paper or parish bulletin, community newspaper articles, website, etc.

Signatures:

By: _____ Date _____
(Signature of Parent or Guardian)

Name: _____
(Printed - Parent or Guardian)

(2) In addition, I give permission for my child’s **name** to accompany my child’s photo or video be published for community relations/PR purposes, etc.

Signatures:

By: _____ Date _____
(Signature of Parent or Guardian)

Name: _____
(Printed - Parent or Guardian)

ACCIDENT REPORT FOR CHILDREN/YOUTH

Parish: _____ MCC Unit No. _____ Phone: (____) _____

Parish address: _____ City: _____ Zip: _____

Name of Injured Child/Youth: _____ Date Of Birth: _____ Grade: _____

Parents' Name(s): _____ Phone: (____) _____

Parents' address: _____ City: _____ Zip: _____

Date of accident: _____ Time: _____ AM _____ PM _____

Specific location of accident: _____

Person Supervising: _____ Title: _____

Describe how accident occurred: * _____

Describe accident location, surface, and condition: *

Describe injury, extent, and part of body: * _____

Name of person providing First Aid: _____

Describe First Aid administered: * _____

Were parents notified? Yes _____ No _____ How? _____

By whom? _____ At what time? _____

List witnesses, address and phone numbers:

Person making report: _____ Phone (____) _____

Title: _____ Date of report: _____

** If necessary, use the other side of this form for further explanations.*

All accidents should be reported to the Religious Education Office on this form on the day they occur.

Student Accident Supplemental Insurance is provided by a separate program through Michigan Catholic Conference. However, to protect the archdiocese from potential liability, this report must be completed by the supervising staff member for all injuries other than minor cuts and bruises.

KEEP A COPY FOR YOUR FILES. SEND THE ORIGINAL FORM IMMEDIATELY TO:

GALLAGHER BASSETT SERVICES, INC.
PO Box 687
Southfield, MI 48037
(248) 352-1062 Fax (248) 350-1710



Teen Volunteer & Church/School Personnel Background Certification

Archdiocese of Detroit

Check the appropriate boxes:

- I attest that I have never been convicted of any misdemeanor or felony.
- I attest that I have been convicted of the following:

DATE	OFFENSE

I attest that the above information is true.

Print Teen's Name

Print Parent/Guardian's Name

Teen's Signature

Parent/Guardian's Signature

Date

Date

